

# **Online Filing Instructions**





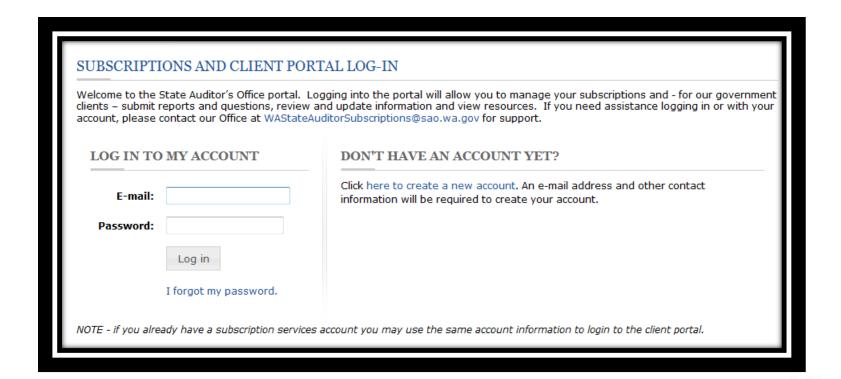
#### **Online Filing**

- Must have a Subscription Services Account
- Must have "Annual Report Filer" status
- Direct upload options (Available Templates)
  - Schedule 04/05
  - Schedule 09
  - Schedule 16 (State and Federal)
- Validation process will occur
- Summary reports are created



#### **Client Portal**

- Login or create a new account
- For new users, your government liaison contact must assign you "Annual Report Filer" status





- Templates and Instructions This link will access all the reporting templates
- 2. <u>Submit your annual report</u> Starts the filing process
- View saved reports... Allows users to complete the report in steps, save and continue





## **Submit Annual Report**

Select Cash Basis or GAAP Basis and mark appropriate Yes or No

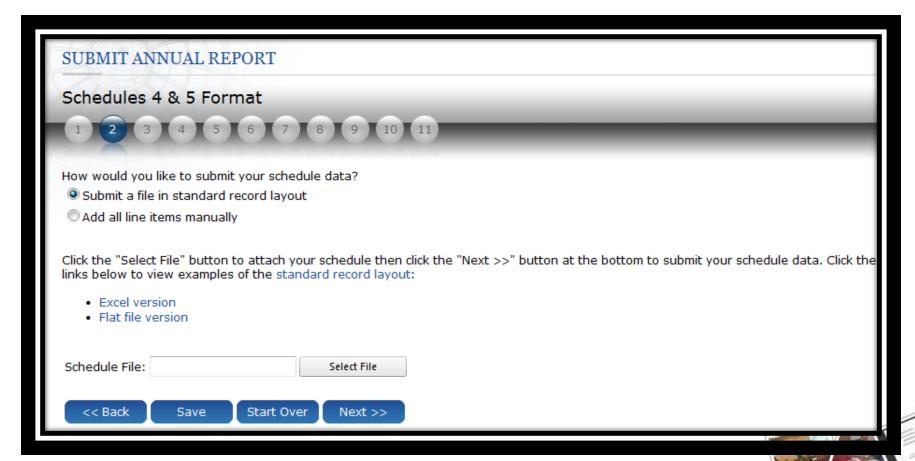
| SUBMIT ANNUAL REPORT                                 |                          |  |  |  |  |  |
|--|--------------------------|--|--|--|--|--|
| General Informa                                      | General Information      |  |  |  |  |  |
| 2 3 4  | 5                        |  |  |  |  |  |
| Entity:  | Aberdeen, City of ▼      |  |  |  |  |  |
| Email Address:                                       | walzd@sao.wa.gov update  |  |  |  |  |  |
| Report Type:   | Cash Basis    GAAP Basis |  |  |  |  |  |
| Certification/Cover<br>Page:<br>(Required Signature) | Attached Mailed          |  |  |  |  |  |
| Year:  | 2011                     |  |  |  |  |  |
| Is there a schedule for<br>liabilities?              | © Yes ◎ No               |  |  |  |  |  |
| Did you have<br>expenditures<br>from state grants?   | © Yes ◎ No               |  |  |  |  |  |
| Did you have<br>expenditures<br>from federal grants? | © Yes ◎ No               |  |  |  |  |  |
| Next >>  |                          |  |  |  |  |  |





#### **File Format**

- Revenue/Expenditure data Schedule 04/05 is submitted
- 2 options, either upload or manual entry
- If upload, file must be in correct format





#### **Excel File Sample**

- Schedules 04/05 combined into a single file
- Templates are available with BARS Account codes specific to certain government types
- All columns should be formatted as "Text" except Amount Column

| MCAG | Fund Number | Fund Name    | BARS Account | Description                    | Amount    |
|------|-------------|--------------|--------------|--------------------------------|-----------|
| 0262 | 001         | General Fund | 3080000      | Begin. Net Cash & Investments  | 80788.57  |
| 0262 | 001         | General Fund | 3111000      | General Fund Property Taxes    | 342588.53 |
| 0262 | 001         | General Fund | 3121000      | Timber Harvest Taxes           | 75.99     |
| 0262 | 001         | General Fund | 3131000      | Local Retail Sales Tax         | 230968.49 |
| 0262 | 001         | General Fund | 3137100      | Sales Tax - Criminal Justice   | 34663.03  |
| 0262 | 001         | General Fund | 3164100      | Cowlitz Pud Utiltiy Tax        | 92723.28  |
| 0262 | 001         | General Fund | 3164300      | Natural Gas Utility Tax        | 17264.5   |
| 0262 | 001         | General Fund | 3164700      | Telephone Util.taxes-Other Co. | 29050.86  |
| 0262 | 001         | General Fund | 3164700      | Kalama Telephone Utility Taxes | 13916.17  |
| 0262 | 001         | General Fund | 3167200      | Water Utility Taxes            | 61554.56  |
| 0262 | 001         | General Fund | 3167400      | Sewer Utility Taxes            | 46822.28  |
| 0262 | 001         | General Fund | 3172000      | Leasehold Excise Taxes         | 26938.26  |
| 0262 | 001         | General Fund | 3175100      | Gambling Excise Taxes          | 8583.71   |
| 0262 | 001         | General Fund | 3213000      | Fireworks Permits              | 100       |
| 0262 | 001         | General Fund | 3217001      | Cabaret Licenses               | 120       |
| 0262 | 001         | General Fund | 3217002      | Amusement Machine Licenses     | 120       |
| 0262 | 001         | General Fund | 3219000      | Other Business Licenses        | 16910.5   |
| 0262 | 001         | General Fund | 3219100      | Adelphia Cable Franchise Tax   | 12884.87  |





# Flat File Sample

 A number of software vendors create text file versions of Schedule 04/05

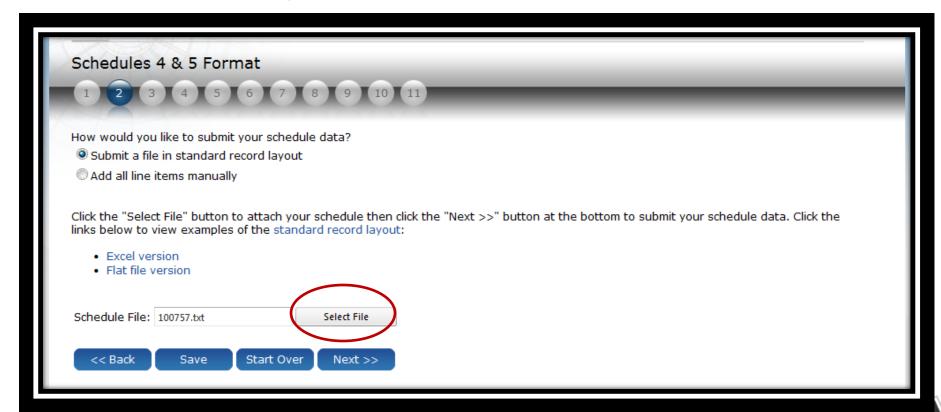
| A020193001 | 3080000 | 33649 |
|------------|---------|-------|
| A020193001 | 3111000 | 19816 |
| A020193001 | 3131000 | 16726 |
| A020193001 | 3137100 | 2754  |
| A020193001 | 3145100 | 6787  |
| A020193001 | 3198100 | 10    |
| A020193001 | 3221000 | 100   |
| A020193001 | 3223000 | 890   |
| A020193001 | 3360098 | 7266  |
| A020193001 | 3360621 | 1000  |
| A020193001 | 3360625 | 339   |
| A020193001 | 3360626 | 194   |
| A020193001 | 3360651 | 77    |
| A020193001 | 3360694 | 1148  |
| A020193001 | 3360695 | 1617  |
| A020193001 | 3370000 | 10    |
| A020193001 | 3611100 | 296   |
| A020193001 | 3614000 | 50    |
| A020193001 | 3621000 | 35    |
| A020193001 | 3699000 | 16929 |
| A020193001 | 5116010 | 568   |
| A020193001 | 5116020 | 60    |





#### Schedule 04/05 Import

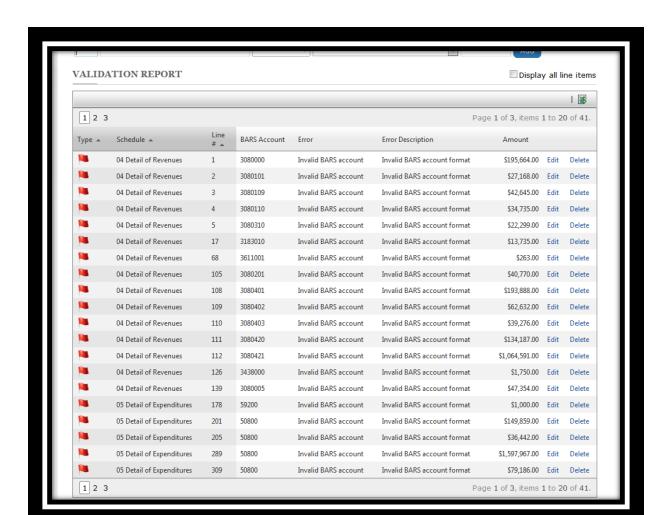
- Select file to attach and select Next
- If an error message occurs at this stage, the file format is not as prescribed. Please make necessary adjustment to file, re-attach and select Next.





## **Validation Report**

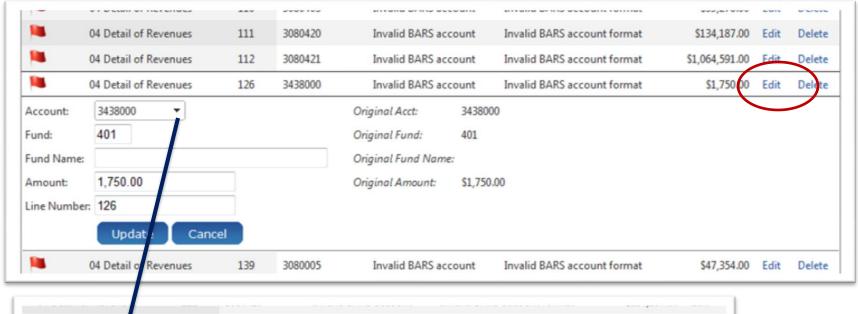
• A list will appear with invalid line items. All "Red Flags" must be cleared in order to advance the filing process. You may edit line items from this screen, or re-import a corrected Excel file.







#### **Edit Button**



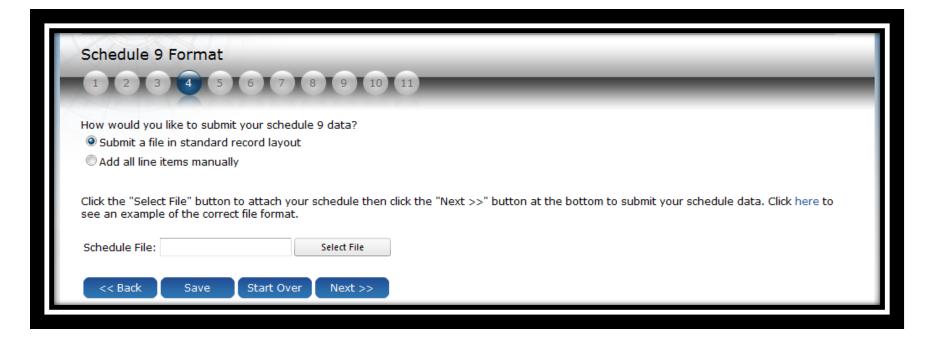
| 0   | 4 Detail of Revenu      | ės        | 112        | 3080421      | Invalid BARS acco | ount      | Invalid BARS account format | \$1,064,591.00 | Edit  |
|-----|-------------------------|-----------|------------|--------------|-------------------|-----------|-----------------------------|----------------|-------|
| 0   | 4 Detail of Reveru      | es        | 126        | 3438000      | Invalid BARS acco | ount      | Invalid BARS account format | \$1,750.00     | Edit  |
|     | 3438 <mark>100</mark> ~ |           |            |              | Original Acct:    | 3438000   |                             |                |       |
|     | BARS Acco               | Account   | Name       |              |                   | 401       |                             |                |       |
| e:  | 3438100                 | Combined  | Water/S    | ewer/Garbage |                   |           |                             |                |       |
|     | 3438300                 | Storm Dra | ainage     |              |                   | \$1,750.0 | 0                           |                |       |
| er: | 3438400                 | Cable     |            |              |                   |           |                             |                |       |
|     | 3438500                 | Reclaime  | d Water    |              |                   |           |                             |                |       |
| 0   | 3438900                 | Miscellan | eous Utlit | y Charges    |                   |           | I                           | 647.254.00     | F.Es. |
| U   |                         | ,         | Items 1    | -5 out of 5  |                   | unt       | Invalid BARS account format | \$47,354.00    | Edit  |





#### Schedule 09

#### Choose either upload or manual entry option

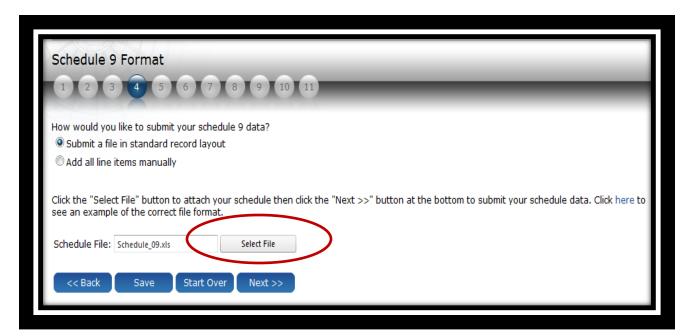




#### Schedule 09 – Excel Format

| ID No. | Description     | Maturity Date<br>(MM/DD/YYY) | Beginning | Additions | Reductions | BARS Code for<br>Redemption |        |
|--------|-----------------|------------------------------|-----------|-----------|------------|-----------------------------|--------|
| 251.11 | 2001 Fire Truck | 12/31/2015                   | 5,000     | 2,000     | 1,000      | 59122                       | 6,000  |
| 251.12 | 2005 Park Bond  |                              | 65,000    | -         | 15,000     | 59176                       | 50,000 |

- For a complete list of ID Numbers, consult the appropriate BARS Manual
- Attach and select Next; if an error message is received at this stage, Excel document is not in correct format.

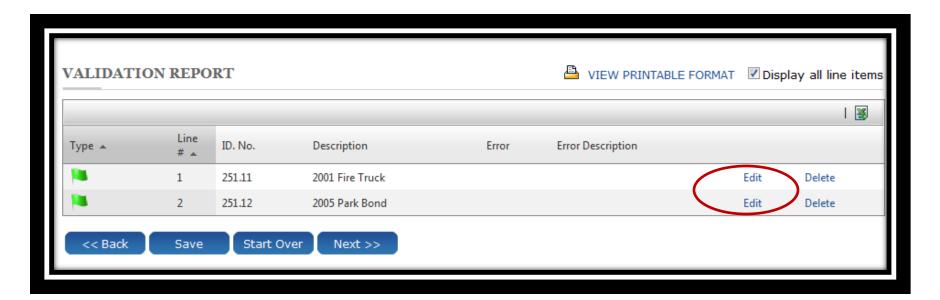






#### Schedule 09

• After upload, all red flags must be cleared. Editing may be accessed through edit link.





## Schedule 09 – Manual Entry

Choose appropriate Debt Type from drop down menu Choose appropriate ID No. from drop down menu Complete remaining fields and select Add

| Schedule S     |              | 7 8        | 9 (10                  | n n                       | _       |          |                       |                         |
|----------------|--------------|------------|------------------------|---------------------------|---------|----------|-----------------------|-------------------------|
| ADD NEW I      | LINE ITEM    |            |                        |                           |         |          |                       |                         |
| Debt Type:     | ID No.:      | Desc       | ription:               |                           |         |          | Maturity Date:        |                         |
| General Obliga | ation 251.11 | •          |                        |                           |         |          | <b>=</b>              |                         |
| Beginning:     | Additions: R | eductions: | BARS Code<br>Redemptio | e for<br>on of Debt Only: | Ending: |          | Add                   |                         |
| VALIDATIO      | ON REPORT    |            |                        |                           |         | <u> </u> | VIEW PRINTABLE FORMAT | ☑ Display all line item |
|                |              |            |                        |                           |         |          |                       | 😼                       |
| Type 🔺         | Line# ▲      | ID.        | No.                    | Description               | Err     | or       | Error Description     |                         |
| No records to  | display.     |            |                        |                           |         |          |                       |                         |
| << Back        | Save S       | start Over | Next >>                |                           |         |          |                       |                         |



## Schedule 09 – Print Options

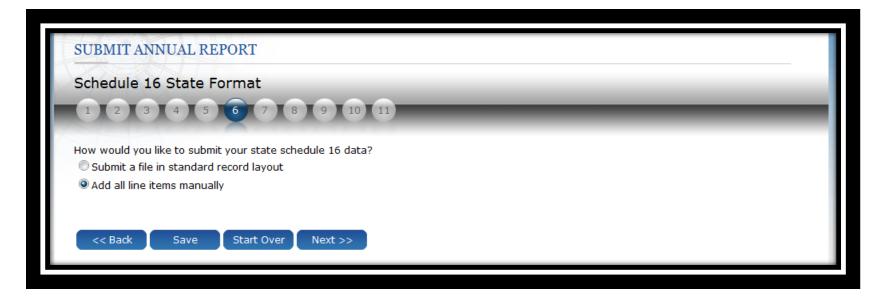


| Sched                 | dule 9 |                    |             |           |            |              | Entity: Tenino, City of<br>Year: 2010 |  |
|-----------------------|--------|--------------------|-------------|-----------|------------|--------------|---------------------------------------|--|
| Debt<br>Type          | ID. No | Description        | Beginning   | Additions | Reductions | BARS<br>Code | Ending                                |  |
| General<br>Obligation |        |                    |             |           |            |              |                                       |  |
|                       | 251.12 | Bank of New York   | \$60,000    | \$0       | \$30,000   | 59121        | \$30,000                              |  |
|                       |        | Sub-total:         | \$60,000    | \$0       | \$30,000   |              | \$30,000                              |  |
| Revenue               |        |                    |             |           |            |              |                                       |  |
|                       | 263.82 | Berkadia           | \$36,000    | \$0       | \$23,000   | 59134        | \$13,000                              |  |
| ı                     | 263.82 | Water Control      | \$137,449   | \$0       | \$6,545    | 58234        | \$130,904                             |  |
|                       | 263.82 | Sewer Design       | \$862,105   | \$0       | \$53,881   | 58235        | \$808,224                             |  |
|                       | 263.82 | Sewer Construction | \$6,210,964 | \$350,000 | \$365,350  | 58235        | \$6,195,614                           |  |
|                       |        | Sub-total:         | \$7,246,518 | \$350,000 | \$448,776  |              | \$7,147,742                           |  |
|                       |        | Grand total:       | \$7,306,518 | \$350,000 | \$478,776  |              | \$7,177,742                           |  |



#### Schedule 16 - State

#### Choose either upload or manual entry option





#### Schedule 16 – State Excel Format

Column 1: State Agency BARS Code Use revenue code

| State Agency BARS Account | Grantor           | Program Title           | Identification# | Amount  |
|---------------------------|-------------------|-------------------------|-----------------|---------|
|                           |                   |                         |                 |         |
| 3340250                   | Fish And Wildlife | Hunter Education        | 1-90-743-09     | 68,822  |
|                           |                   |                         |                 |         |
| 3340360                   | Transportation    | Division of Aeronatucis | GC9434          | 5,692   |
|                           |                   |                         |                 |         |
| 3340360                   | Transportation    | Street Improvement      | 8008C011        | 122,500 |
|                           |                   |                         |                 |         |
| 3340310                   | Ecology           | Shoreline               | N/A             | 15,113  |

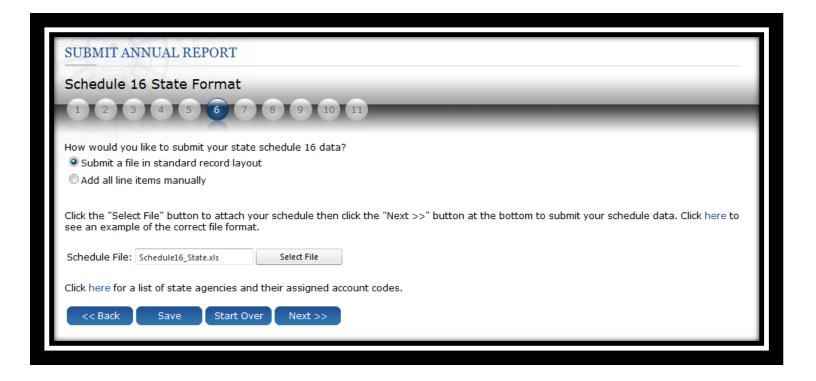




#### Schedule 16 – State Excel Format

Attach file and choose Next.

If an error message appears, file format is not correct.

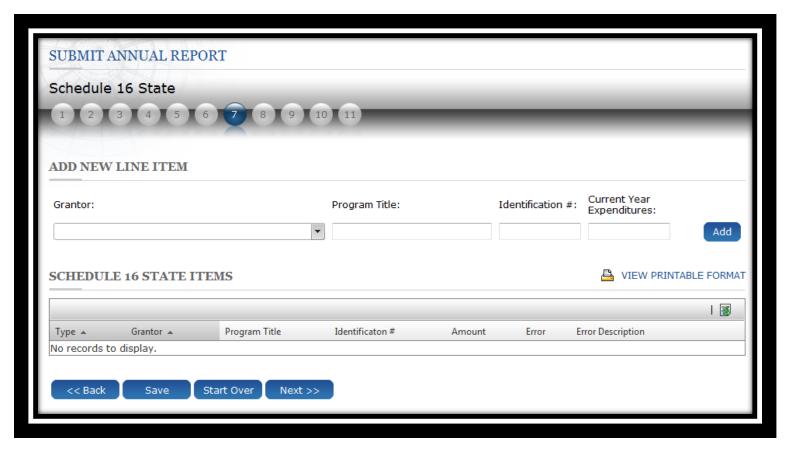






#### Schedule 16 – State Manual Entry

Choose Grantor agency from drop down menu then complete fields and select Add







#### Schedule 16 - State

Clear all red flags by either using edit function or re-import file.

| ADD N   | EW LINE ITEM                    |                            |               |              |                    |  |                               |      |       |
|---------|---------------------------------|----------------------------|---------------|--------------|--------------------|--|-------------------------------|------|-------|
| Grantor | :                               |                            | Progran       | n Title:     |                    | Identification #:                            | Current Year<br>Expenditures: |      |       |
|         |                                 |                            | •             |              |                    |  |                               |      | Add   |
| Type 🔺  | Grantor 🔺                       | Program Title              | Identificaton | Amount       | Error              | Error Description                            |                               |      | 🕦     |
| Na.     | Department of<br>Transportation | Division of<br>Aeronatucis | GC9434        | \$5,692.00   | Invalid<br>Grantor | The grantor you ento                         | ered does not match a         | Edit | Delet |
|         | Department of<br>Transportation | Street Improvement         | 8008C011      | \$122,500.00 | Invalid<br>Grantor | The grantor you ente<br>grantor in our list. | ered does not match a         | Edit | Delet |
|         | EMS Regional Council            |                            | N/A           | \$15,113.00  | Invalid<br>Grantor | The grantor you ento<br>grantor in our list. | ered does not match a         | Edit | Delet |
|         | WA State Energy Office          | Energy Code<br>Enforcement | 1-90-743-09   | \$68,822.00  | Invalid<br>Grantor | The grantor you ento<br>grantor in our list. | ered does not match a         | Edit | Delet |
|         | Department of<br>Transportation | Street Improvement         | 8008C011      | \$122,500.00 |                    |  |                               | Edit | Delet |





#### Schedule 16 - Federal

#### Choose either upload or manual entry option

| SUBMIT ANNUAL REPORT   |
|--|
| Schedule 16 Federal Format   |
| 1 2 3 4 5 6 7 8 9 10 11  |
| How would you like to submit your federal schedule 16 data?          |
| Submit a file in standard record layout  Add all line items manually |
|  |
| << Back Save Start Over Next >>                                      |
| Start Over Mext >>   |





#### Schedule 16 – Federal Excel Format

CFDA Column: Enter 5 digit CFDA number including decimal

ARRA? Column: Enter Y if ARRA

Footnote Ref: Enter footnote number separated by comma if multiple

|      | Federal Agency | Federal Program | Pass-Through | Other Award |       |       | Foot-     |
|------|----------------|-----------------|--------------|-------------|-------|-------|-----------|
| CFDA | Name           | Name            | Agency Name  | I.D. Number | ARRA? | Total | note Ref. |



## Schedule 16 – Federal Manual Entry

Choose CFDA number from drop down box. Federal Agency Name and Federal Program Name fields will auto-fill based on CFDA. Check ARRA box if applicable.

| Schedule              | 16 Federal   |                |                                      |                           |
|-----------------------|--------------|----------------|--------------------------------------|---------------------------|
|                       |              | 6 7 8 9        | 10 11                                |                           |
|                       |              |                |                                      |                           |
|                       |              |                |                                      |                           |
| ADD NEW               | LINE ITEM    |                |                                      |                           |
| CFDA #:               | Federal Ager | ncy Name:      | Federal Program Name:                | Pass-Through Agency Name: |
|                       | •            |                |                                      |                           |
| Other Award           | I.D. Number: | ARRA: Total:   | Foot-note Ref.:                      |                           |
|                       |              |                | Add                                  |                           |
|                       |              |                |                                      |                           |
| SCHEDUL               | E 16 FEDERAI | LITEMS         |                                      | VIEW PRINTABLE FORMAT     |
|                       |              |                |                                      | 1 [50]                    |
| T                     | CFDA#        | December Title | Total Error Erro                     | B                         |
| Type<br>No records to |              | Program Title  | Total Error Erro                     | or Description            |
|                       |              |                |                                      |                           |
| FOOTNOT               | E FILE       |                |                                      |                           |
|                       |              |                |                                      |                           |
| Select footno         | te file:     | Select         | Add File View Standard Footnote File | e Format                  |
|                       |              |                |                                      |                           |
| << Back               | Save         | Start Over Ne: | xt >>                                |                           |
|                       |              |                |                                      |                           |



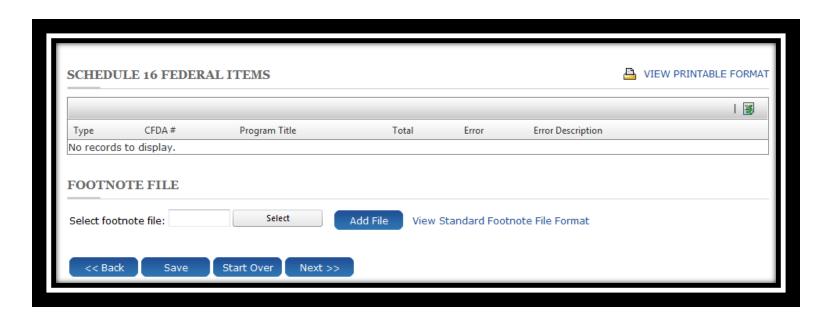


#### Schedule 16 – Federal Footnotes

A footnote file is required when preparing Schedule 16 Federal.

A template is provided "View Standard Footnote File Format".

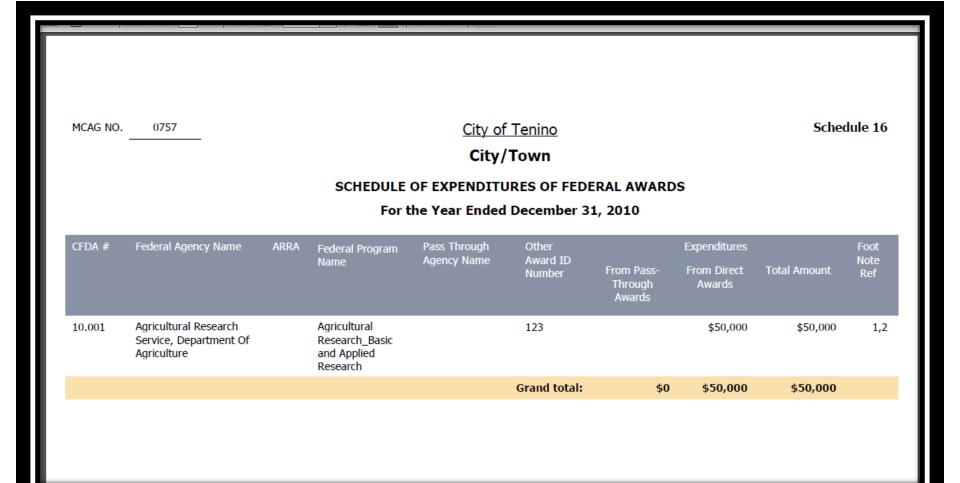
Once a footnote file is created/save, Select file, than click Add File to attach.







#### **Schedule 16 - Printout**





# Remaining Schedules

| 1 2 3 4 5 6 7 8 9 10 11                             |  |  |  |
|---|--|--|--|
|   |  |  |  |
| Attached    Mailed    No Activity    Not Applicable | Select File  |  |  |
| Attached Mailed No Activity Not Applicable          | Select File  |  |  |
|   |  |  |  |
|   | Select File  |  |  |
|   | Select File  |  |  |
| ○ Attached  | Select File  |  |  |
| Attached Mailed No Activity Not Applicable          | Select File  |  |  |
| Attached Mailed No Activity Not Applicable          | Select File  |  |  |
| Attached Mailed No Activity Not Applicable          | Select File  |  |  |
| Attached Mailed No Activity Not Applicable          | Select File  |  |  |
| Attached Mailed No Activity Not Applicable          | Select File  |  |  |
|   | Attached Mailed No Activity Not Applicable  Attached Mailed No Activity Not Applicable |  |  |



#### Final Review

#### FINAL REVIEW

Please review the reports below before submitting your final data. Click on the report name to view the report. Once you have reviewed these reports click the "Submit Annual Report" button below to submit your annual report to the State Auditor's Office.

| Report Name   | Difference    |                         |
|---|---------------|-------------------------|
| Debt - Beginning Outstanding Check  | (\$1,998,624) | View Report Description |
| Debt - Principal Payments Check   | \$35,368      | View Report Description |
| Debt - Proceeds Check   | \$261,570     | View Report Description |
| Financial Summary   |               | View Report Description |
| Fund Balance - Beginning Check<br>- Governmental Funds:<br>- Proprietary Funds: | \$2<br>\$1    | View Report Description |
| Fund Balance - Ending Check<br>- Governmental Funds:<br>- Proprietary Funds:    | \$0<br>\$0    | View Report Description |
| Interfund Activity  | \$0           | View Report Description |
| State Treasurer Summary Detail  | variance      | View Report Description |

<< Back

Save

Start Over

Submit Annual Report





#### Contact

#### **Duane Walz, Local Government Specialist**

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- o <u>Duane.Walz@sao.wa.gov</u>
- o Local Governments' Annual Reports and Database

Website: http://www.sao.wa.gov